

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Administrative Law Judge II (Specialist) - Hearings

POSITION NUMBER:

410-6178-011

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

State Hearings Division

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Scopes Bureau

SUPERVISOR'S NAME:

Christin Miller

SUPERVISOR'S CLASS:

Administrative Law Judge II (Supervisor)

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ None
- ☒ Other (Explain below)

Fingerprint clearance required.

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

We provide timely, independent and impartial due process hearings and produce timely, legally correct decisions. We maintain the integrity of the state hearing process, provide efficient administration of the state hearing process, communicate with counties, claimants, and others to achieve an efficient and effective state hearing process and identify and influence various issues that arise in the state hearings process that appear inconsistent with existing law or policy.

CONCEPT OF POSITION:

Under the direct supervision of the Administrative Law Judge II (Supervisor) the ALJ II Specialist handles a higher volume of cases, difficult and sensitive hearing issues, 3-day Expedited hearings, and acts as a resource to less experienced ALJ's.

A. RESPONSIBILITIES OF POSITION:

40% Presides over administrative hearings. In addition to regularly calendared Scope of Benefit hearings statewide, handles 3-day CMS expedited hearings and prepares these decisions by noon of the day following the hearing. Also handles other hearings involving the most difficult and/or sensitive issues for the Medi-Cal Scopes of benefit caseload, and for the California Department of Social Services (CDSS) generally. These hearings include but are not limited to rehearings or Director-ordered further hearings and cases with issues relating to complex legal questions. Also included are cases which may have a potential impact on the Medi-Cal program such as novel or sensitive medical issues, and cases involving the application of Medi-Cal regulations, DHCS policies etc.

20% Interprets and applies various provisions of federal and state statutes and regulations and submits final and proposed decisions for CalWORKS, CalFresh, In-Home Supportive Services, Covered California and all types of Medi-Cal cases at a rate and quality consistent with and with SHD standards and the 3-Day expedited hearing requirements,

20% Serves as Scopes Reviewer/Duty Judge, including but not limited to: reviews proposed Scope of Benefit decisions submitted by ALJs statewide; provides guidance and advice to ALJs in finalizing Scope of Benefit decisions; writes alternate decisions as directed by the DHCS under the DHCS/DSS Inter-Agency agreement; reviews and rules on pre-hearing motions for bifurcation and/or dismissals by DHCS/Health Plans; reviews and rules on expedited hearing requests; provides guidance and advise to staff and ALJs on directing or redirecting cases; rules on daily postponement and reopen requests; reviews and rules on subpoena requests. Together with the Presiding Judge, ensures adequate coverage for all Scopes calendars, including redirecting ALJ's and serving as a back up Judge when needed.

10% Consults with and answers questions for ALJ I's on unclear, unusual, difficult or unique cases and on various points of law. Provides mentoring and training, including advice and guidance, to any ALJ; serves as a source of referrals to legal sources, prior decisions and other resources; and acts as a Medi-Cal Scope of Benefit subject matter expert. Meets with other hearing specialists as needed to share and discuss issues and approaches for ensuring consistency of quality of hearings and decisions division-wide.

5% Participates on special projects as assigned, and attends meetings with DHCS, and other Stakeholders as assigned.

5% Performs other duties as required in support of the State Hearings Division.

B. SUPERVISION RECEIVED:

The ALJ II Specialist receives direct supervision from the Administrative Law Judge II (Supervisor).

C. ADMINISTRATIVE RESPONSIBILITY:

The ALJ II Specialist is responsible for case management, normal reporting, travel claims and other state required trainings.

D. PERSONAL CONTACTS:

The ALJ II Specialist has frequent contacts with state and county government staff; legal aid groups and recipients of and applicants for public assistance programs.

E. ACTIONS AND CONSEQUENCES:

The ALJ II Specialist presides over those hearings that require expedited processing; hearings which could involve lengthy, difficult and/or sensitive issues; exercises judgment in the review of proposed decisions and must be able to recognize sensitive cases. Poor judgment may affect recipients, the administration of public welfare programs and the consistent interpretation of state and federal policies and regulations governing such programs.

F. OTHER INFORMATION:

The ALJ II Specialist must exhibit tact, judicial demeanor and temperament, and willingness to travel. The Specialist is expected to prepare decisions with minimal assistance and submit final or proposed decisions at a rate and quality consistent with 3-day expedited requirements, and with general SHD office standards.